

E-Mail ALPERSRU H/99

Subj: SERIES "I" BOND PAYROLL DEDUCTION (ALLOTMENT) AVAILABILITY

Ref: (a) ALDIST 170/99, SERIES "I" SAVINGS BOND PAYROLL AVAILABILITY
(b) PERSONNEL AND PAY PROCEDURES MANUAL, HRSCINST M1000.2A
(c) Source Data Automation II User Manual, HRSICINST M5231.2 (series)

Introduction This E-mail ALPERSRU describes procedures on processing the new Series "I" Bonds.

Discussion The 1999 Bond Drive begins in May. This year there is a new savings bond, the Series "I" Bond. The description of the new Series "I" Bond is discussed in reference (a). Members desiring to sign up for payroll deduction for the new Series "I" Bond will fill out the worksheet in the bond drive packet. This will be forwarded to the member's PERSRU. After the bond drive, and until the allotment worksheet in reference (b) is updated, members desiring to sign up for a Series "I" Bond will fill out information in reference (a) and forward it to their PERSRU. Series "I" Bonds will be in addition to the existing Series EE Bonds. Members may sign up for either savings bond or both.

Also note that it is important to change a bond address immediately upon moving. This month HRSIC has received 200 bonds back as nondeliverable. Remember that the U.S. Post Office cannot forward savings bonds, regardless if a current forwarding address is on file. A "P-800" changes the bond allotment address.

Members who desire additional information about Series "I" Bonds beyond that provided in reference (a) can get information about them on line at www.savingsbonds.gov.

Action	<p>For Series “T” Bonds only: HRSIC will have SDA II software available for Series “T” Bond input no later than 20 May 1999.</p> <ul style="list-style-type: none"> • Since the bond drive will begin in May before the SDA II software is available, hold any worksheets for Series “T” Bonds until SDA II software with the new bond deductions is available. In order for bond deductions to begin in June, entry in PMIS/JUMPS must be made prior to mid-month compute June. • Under SDA II input for Series “T” Bonds, the PERSRU will have to record the frequency of the new bond. This is a change from the way Series EE Bonds are processed, so it is important to note the correct actual monthly deduction that the member desires. <p>For Series EE Bonds: Signups for Series EE Bonds may be recorded in SDA II when received.</p>
Directives Affected	<p>The contents of this ALPERSRU will be incorporated into future changes to references (b) and (c).</p>
Questions	<p>Questions may be directed to the HRSIC Customer Service Team at 785-357-3540.</p>

Released by //

PAUL GAUTHIER
Executive Officer